

ALERT!

ALERT!

ALERT!

General Support Services
Office of the State Controller
1525 Sherman St., Ste 250
Denver CO 80203
Phone: (303) 866-3281
Fax: (303) 866-4233

ALERT #117

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall *Clifford W. Hall*
State Controller

DATE: October 6, 1998

SUBJECT: *Statewide Credit Card RFP to be Issued*
Vendor Offset Includes Delinquent Student Loans
Contracts II Training Course
Electronic Data Transmitted by ASAP

Statewide Credit Card RFP to be Issued

Doug Windes, the Department of Treasury Cash Manager, is currently developing a request for proposal for a statewide credit card acceptance agreement. A sufficient number of agencies are either currently accepting credit cards or are interested in accepting credit cards/debit cards to justify a statewide agreement. If your agency is considering using credit cards in the near future, please contact Doug at 303-866-3253. If you currently have a card agreement and feel your agency might benefit from the rates generated by a statewide agreement, Doug would like to talk to you. There is no obligation.

Vendor Offset Includes Delinquent Student Loans

On September 15, 1998 the Colorado Student Loan Program (CSLP) added the first delinquent student loans for offset. This first group will be eligible for offset on October 15, 1998 after the thirty (30) day notice period has expired. CSLP has only added a few accounts until they are sure their internal processes can handle the workflow. Questions about the Vendor Offset system may be directed to Joyce Miller at 303-866-3816.

Contracts II Training Course

The long awaited follow-up to Colorado Contract Management has been designed and tested and is ready to go. *Contracts II* is a one-day course that focuses on three important areas of state contracting: contract planning, contract drafting and contract processing. Chapters 2, 6 and 8 of the Colorado Contract Procedures and Management Manual provide the framework for a complete interactive review of these crucial areas of state contracting.

Participants in *Contracts II* actually assemble a state contract using the Manual as a guide. In the process of "writing" the contract, all of the parts of a state contract and contract processing are discussed. The course focuses on providing practical experience in contract preparation. The legal and managerial



aspects of contracting are directly applied to this process, using the excellent materials in the manual. The program can be customized to reflect the contracting issues at any state agency.

The “investment” for *Contracts II* is \$95 per person, including materials and refreshments for courses held at the Chancery training center. The program can also be delivered “on site” at your state agency. Please call Brad Mallon at 303-866-4265 to schedule your agency or to sign up for an open session.

Electronic Data Transmitted by ASAP

Agencies using the federal ASAP system for drawdowns may now transmit their COFRS CR document (deposit) number through the federal system to the Colorado Treasurer. This number should be entered on the “Master Payment Request Prompt” screen on the line titled “Requestor Reference Number.” An entry on this line will generate a message to the State Treasury from Norwest bank when the electronic wire arrives in Denver. This number will assist the State Treasury in matching the deposit to the CR document. Begin the number with “CR” followed by your agency code and then the eleven digit transaction number. Completion of the last line of the screen entitled “Agency Location Code/Region” will also assist the State Treasury as this information is printed on their daily bank statement next to the deposit amount. If you have questions about the ASAP screen, please call Mary Thayer, DHS, at (303) 866-3623. Questions about deposit postings for federal drawdowns may be directed to JoAnn Vondracek, DOT, at (303) 866-5826.